

THRU: Chief, Administrative Staff  
Executive Officer/PIC

25 August 1959

Special Assistant for Research and  
Development, OD/PIC

Establishment of Open-End Task Contract  
with the [redacted]

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1. It is requested that a sum of \$20,000 be set up in a contract to [redacted] for the general repair, maintenance, and small item manufacturing needed by PIC for the current fiscal year. In the past we have received good service with this type of contract with [redacted]

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2. It is desirable that the contract be written in such a manner so that it can be supplemented as these funds are expended. The contract should be written in a general manner so that it can cover the multitude of small tasks in mechanical and electrical engineering which we encounter during the working year.

3. It is my intent that [redacted] will act as project monitor for [redacted] with the proviso that all major items are o.k.'d by me before the money is expended.

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Attachment:  
Sample of Item

RSN:mt

*List of repair & maint items  
accrued since 1 July 59  
check [redacted]*

*on tape reel modification*

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**Small Items Contract for Maintenance and Fabrication of Equipment for PIC**

1. Cleaning and overhaul of McNeil viewing tables.
2. Modification of B & L stereoscopes.
3. Fabrication of stainless steel wire baskets used in processing.
4. Fabrication of metal ramp for heavy material coming in building.
5. Procurement of mylar belts for existing light tables.
6. Design and fabrication of dual 70mm viewing tables.
7. Design and fabrication of plastic dust covers.

**Attachment**